Government of Saskatchewan

Annual Report 2002-2003

Saskatchewan Apprenticeship and Trade Certification Commission

For the fiscal year ending
June 30, 2003

Saskatchewan
Our Future is Wide Open

104-00721/

Saskatchewan Apprenticeship and Trade Certification Commission

Annual Report 2002-2003

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For the fiscal year ending
June 30, 2003

To obtain additional copies or to provide feedback, contact:

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton St
Regina SK S4P 3V7

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Information about the apprenticeship and trade certification program is available by calling our toll free number 1-877-363-0536, or by visiting our web site at www.sasknetwork.ca.

Integrity Disclosure

Management is responsible for the existence of appropriate information systems, procedures and controls to ensure the information used internally and disclosed generally is complete and reliable.

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Saskatchewan

Apprenticeship and
Trade Certification
Commission

2140 Hamilton Street
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(306) 787-2444
(306) 787-5105 Fax

June 30, 2003

The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor
Province of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4P 3V7

Your Honour:

I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission annual report for the year ending June 30, 2003. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999.*

Respectfully submitted,

Judy Junor
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission

cid-free Paper

Saskatchewan

Apprenticeship and Trade Certification Commission

2140 Hamilton Street
Regina, Canada
S4P 3V7

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June 30, 2003

Honourable Judy Junor
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission

We have the honour to present the annual report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2002 to June 30, 2003.

Paul McLellan
Chair of the Board

R. D. (Bob) Guthrie
Chief Executive Officer

Acid-free Paper

Structure of the Commission

A Message from the Commission Board Chairperson

Paul McLellan

It is my pleasure to present the annual report of the Saskatchewan Apprenticeship and Trade Certification Commission for the year ending June 30, 2003. The Commission has completed its fourth year of operations as a private and public sector partnership responsible for the governance and management of the provincial apprenticeship and trade certification program. The Commission has matured as an organization and has completed the transition from its former structure. In the year ahead, the Commission will be renewing its long term strategic plan focusing on responding to emerging needs and new challenges.

The Board of Directors, with representation from employers, employees, government, equity groups and the training sector, has developed as an effective governance system, with an active and effective committee structure. I would like to welcome our newest members to the Board of Directors of the Commission: Morris Onyskevitch, Garry Kot, Mervin Roncin and Allen Kotzer. I wish to thank our former Board members, Bob Todd, Dennis Anderson, Patrick Therrien and Bill Henderson for their service.

The Commission has taken steps to prepare for the renewal of the Board and re-selection of the industry board members early in the new year. A significant undertaking last year was the realignment of the industry sectors that are used as the basis for selecting the majority of Commission Board members. The Board approved the realignment and consolidation of the apprenticeship industry sectors from five to four, with a related redistribution of industry seats on the Board. This change will more accurately reflect the industry participation in apprenticeship training and certification, and ultimately strengthen the Commission Board.

A new Red Seal trade – Cabinetmaker - was designated in Saskatchewan during the year, bringing the total number of Red Seal and provincial designated trades to 48. Several industry groups are in the process of advancing applications for the designation of other trades in Saskatchewan. The growth of the apprenticeship program indicates that our work-based system of training and certification system continues to enjoy the support of employers and workers in the trades.

In the past year the Commission repeated and built upon the success of the first apprenticeship awards program. The outstanding new journeyperson in each trade, as well as their employers and workplace mentors were acknowledged at an awards ceremony in the fall. The event attracted more scholarships from industry this year and is emerging as a showcase for the enthusiasm, talent and achievements of tradespeople in Saskatchewan.

With the support of our new Minister, Judy Junor, and our colleagues at Saskatchewan Learning, I am confident that our industry-government partnership will continue to advance the apprenticeship program in Saskatchewan and build upon the achievements of the past four years.

Paul McLellan, Chair

Commission Board of Directors

Saskatchewan's *Apprenticeship and Trade Certification Act 1999* establishes the Commission as an Agent of the Crown reporting to the Minister of Saskatchewan Learning, with an industry-led board. The Commission Board also has representation from trainers, under-represented groups and government.

The Apprenticeship and Trade Certification Act 1999 authorizes the Commission to manage the Apprenticeship and Trade Certification system.

The Commission:

- designates trades for apprenticeship training and certification;
- generates, retains and expends revenues;
- registers apprentices and journeypeople, monitoring their training and providing certification of skill levels achieved;
- determines and charges fees for products and services;
- enters into agreements for training delivery; and
- represents Saskatchewan on interprovincial initiatives.

The Act gives the Commission the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system to meet the needs of industry in a timely manner.

The Act also ensures accountability to both industry and government.

Saskatchewan Apprenticeship and Trade Certification Commission Board Members As of June 30, 2003

Agriculture, Tourism and Service Sector

Employees	*Marla Benell*
	Marion Schultz
Employers	*Keith Johns*
	Claude Marcotte

Construction Sector

Employees	*Garth Ivey*
	Garry Kot
Employers	*Paul McLellan*
	Brent Waldo

Production and Maintenance Sector

Employees	*Mervin Roncin*
Employers	*Allen E. Kotzer*

Motive Repair Sector

Employees	*Helmut Sieh*
Employers	*Don Jones*

First Nations People	*Danette Starr-Spaeth*
Métis People	*Geordy McCaffrey*
Northern Saskatchewan	*Stew Mayotte*
Visible Minorities	*Baraza Kilobi*
Women	*Marral Eberts*
SIAST	*Morris Onyskevitch*
Government	*Dr. Margaret Lipp*
	G. Wayne McElree

Commission Board Chairperson
Paul McLellan

Commission Board Vice-Chairperson
Garth Ivey

Committees: The Commission Board implemented a committee structure to develop recommendations for strategic policy. The committees are:

- ***Executive Committee:*** Acts with the full powers of the Board in situations when it is not possible to hold a full Board meeting.
- ***Finance/Audit Committee:*** Assists the Board in exercising due diligence over the financial affairs of the Commission, including the annual audit.
- ***Standards Committee:*** Assists the Board as it considers issues related to standards of training, certification, examinations, curriculum and entrance requirements; and provides guidance to Trade Boards on standards related to those issues.
- ***Equity Committee:***
  i. Promotes the development of policies and practices that support and facilitate the growth of a workforce representative of the population of Saskatchewan within the apprenticeship and trade certification system.
  ii. Provides a forum for discussion concerning a representative workforce and employment equity.
  iii. Develops recommendations for Board decision and approval.
  iv. Demonstrates leadership through modeling a workforce representative of the population of Saskatchewan.

Apprenticeship is a partnership of industry (both employers and employees), government, education and training institutions.

- *The Apprenticeship and Trade Certification Act 1999* was proclaimed on October 1, 1999 and the Saskatchewan Apprenticeship and Trade Certification Commission was created.
- Saskatchewan's Apprenticeship and Trade Certification Commission is an innovative public and private sector partnership.

Industry plays a primary role in the delivery of the apprenticeship program.

- Employers hire and register apprentices, and provide journeyperson supervision to apprentices.
- Apprentices spend approximately 80% of their training time working on the job, learning the knowledge and skills of the trade from a certified journeyperson.
- 43 Trade Boards (240 members) are in place to assist the Commission in administering the apprenticeship and trade certification program in Saskatchewan. Current boards include Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards.

Journeyperson certification in Saskatchewan requires individuals to have a broad and in-depth range of work experience and to have successfully passed an examination. Criteria for the work experience and the development of examinations are based on standards developed and validated by industry.

Saskatchewan Apprenticeship and Trade Certification Commission

Vision Statement

A skilled and representative trades workforce, industry trained and certified.

Mandate

To create a relevant, accessible and responsive apprenticeship training and certification system to meet employers' and employees' needs and priorities. The Commission delivers this mandate under the framework of *The Apprenticeship and Trade Certification Act, 1999* and corresponding regulations including The Apprenticeship and Trade Certification Regulations and The Apprenticeship and Trade Certification Regulations 2003.

Programs and Services

Programs and services include career awareness, trades designation, industry occupational standards, curriculum and examination development, apprentice registration and documentation, training scheduling and purchasing, testing, certification and compliance.

The Commission adds value to society by:

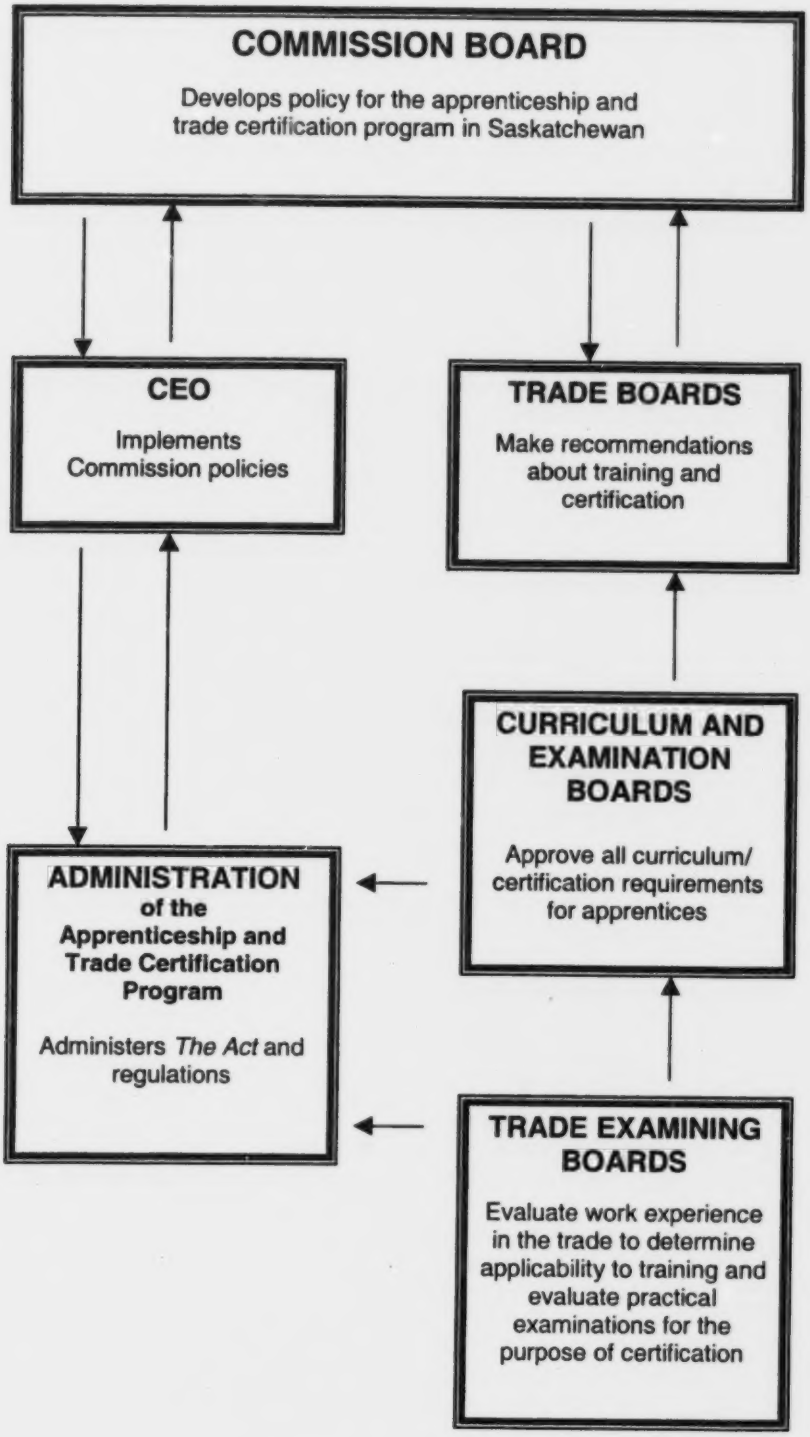
- ensuring standards are met
- providing training and certification
- supporting career development
- increasing employability
- increasing worker mobility
- enhancing public protection

Operating Principles

The Commission is guided by the following principles and values:

- ***Industry-Focus:*** Industry has a direct and active role in the direction and governance of the apprenticeship system.
- ***Partnerships:*** Alliances of stakeholders are encouraged to strengthen the apprenticeship system.
- ***Responsive:*** Assistance and services are provided to industry, partners and clients in a pro-active, timely and efficient manner.
- ***Teamwork:*** Combined efforts in an environment of trust, respect and collaboration produce quality results.
- ***Communication:*** A two-way regular, clear and concise information flow is essential to ensure quality service.
- ***Accountable:*** The apprenticeship system must produce a skilled certified workforce; be outcome based and accountable to individuals, industry and government through performance measurement and regular reporting. Standards must be clearly defined and maintained in training and the workplaces throughout the province.

Composition of the Saskatchewan Apprenticeship and Trade Certification Commission


COMMISSION BOARD
Develops policy for the apprenticeship and trade certification program in Saskatchewan
CEO
Implements Commission policies
TRADE BOARDS
Make recommendations about training and certification
CURRICULUM AND EXAMINATION BOARDS
Approve all curriculum/ certification requirements for apprentices
ADMINISTRATION of the Apprenticeship and Trade Certification Program
Administers The Act and regulations
TRADE EXAMINING BOARDS
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

A Message from the Chief Executive Officer

R. D. (Bob) Guthrie

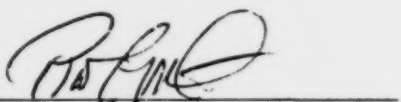
In 2002-2003, the Saskatchewan Apprenticeship and Trade Certification Commission continued to build on achievements since its inception in 1999 and respond to new challenges in our province's economy and apprenticeship labour force. The annual report that is presented here sets out the Commission's financial and other results for the year that ended June 30, 2003, and constitutes a key element of our response to the public sector accountability framework which is being implemented by the Government of Saskatchewan.

The Commission successfully implemented a major new fee structure. We met our revenue goal and generated funding to enhance the training and certification services provided to apprentices, tradespersons and employers. The additional revenue has enabled the Commission to increase its emphasis on providing the services that support the on-the-job training component of apprenticeship, while continuing to meet the technical training needs of apprentices.

Much of the past year was spent strengthening our relationships with industry and training providers. In anticipation of the expiry of the terms of the industry board members, the Commission has expanded discussions with the major employer and employee organizations that will play a key role in selecting new industry board members. New training protocol agreements were negotiated with the Saskatchewan Institute of Applied Science and Technology and our other training providers.

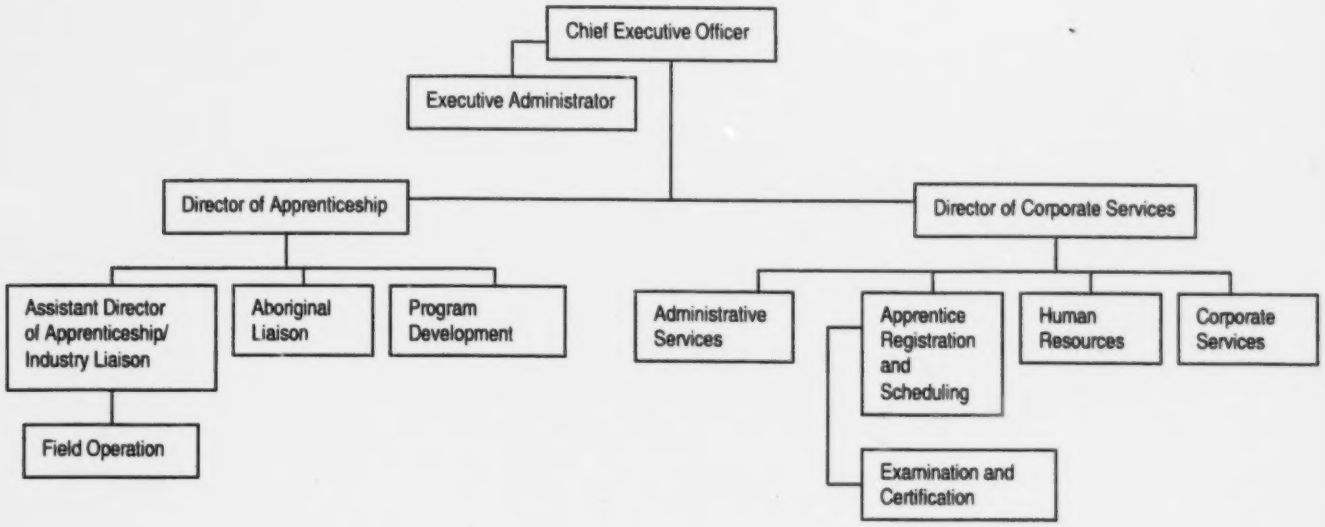
The Commission made significant strides towards its goal of promoting a representative apprenticeship workforce in Saskatchewan. During the year, there were 567 apprentices of Aboriginal ancestry registered in our program. This represents about 8 per cent of all apprentices and is more than double the number of Aboriginal apprentices compared to three years ago. The Commission itself is a model employer, having met or exceeded its employment equity goals in all categories except the number of women employed in predominantly male occupations.

I wish to recognize the contribution of the Commission staff to the strong results of the past year. It is fitting to acknowledge the people whose efforts have been instrumental in our success, and have so ably carried out the day-to-day operations of the Commission. I also wish to thank the members of the Board of Directors for their dedication and wise counsel during the past year. In addition, the members of our trade boards, curriculum and examination boards and trade examining boards deserve recognition for their service to the apprenticeship program. Without the dedication and commitment of our staff and these industry volunteers, it would not be possible to maintain a responsive, up-to-date trades training system with the excellent standards and results which our program delivers.



R.D. (Bob) Guthrie
Chief Executive Officer

Saskatchewan Apprenticeship and Trade Certification Commission Organizational Chart – June 30, 2003



Administration of the Apprenticeship and Trade Certification Program

Administering *The Apprenticeship and Trade Certification Act, 1999* and regulations includes the following responsibilities and activities:

- Administrative support for registration and record keeping
- Assessment of work experience and prior learning
- Administrative support/facilitation of board activities
- Development of training schedule; implementation of training
- Development and administration of examinations
- Administration of certificates
- Monitoring of program and regulations through employer visitations
- Administration of apprentices' allowances for technical training
- Partnerships with various sectors of industry and government
- Development and implementation of provincial programming/ special initiatives
- Participation and leadership in apprenticeship activities through interprovincial initiatives
- Development and implementation of program promotion/awareness materials and campaigns
- Management of financial and human resource issues

Industry Sectors and Designated Trades in Saskatchewan

Agriculture, Tourism and Service
Barber-Stylist
Cook
Cosmetologist
Custom Harvester
Electronics Technician (Consumer Products)
Food and Beverage Person
Guest Services Representative
Horticulture Technician
Locksmith
Pork Production Technician
- Breeder
- Farrowing
- Grower-Finisher
- Nursery Management
- Facilities Management

Construction
Boilermaker
Bricklayer
Cabinetmaker
Carpenter
Concrete Finisher
Crane and Hoist Operator
- ➢ Boom Truck Operator "A"
- ➢ Boom Truck Operator "B"
- ➢ Conventional Crane Operator
- ➢ Hoist Operator
- ➢ Hydraulic Crane Operator
- ➢ Tower Crane Operator

Drywall and Acoustical Mechanic
Electrician*
Floorcovering Installer
Glassworker
Industrial Mechanic (Millwright)*
Insulator
Ironworker Reinforcing Rebar
Ironworker Structural
Painter and Decorator
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber
Power Lineperson
Refrigeration Mechanic*
Roofer
Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter-Pipefitter
- ➢ Petroleum Installer Technician

Tilesetter
Water Well Driller

Production and Maintenance
Electrician*
Electronics Assembler
Industrial Instrument Mechanic
Industrial Mechanic (Millwright)*
Machinist
Refrigeration Mechanic*
Steel Fabricator
Welder
- ➢ Production Line Welder

Motive Repair
Agricultural Machinery Technician
Aircraft Maintenance Engineer Technician
Automotive Service Technician
Heavy-Duty Equipment Technician
Motor Vehicle Body Repairer
- ➢ Motor Vehicle Body Refinisher

Partsperson
Truck and Transport Mechanic

➢ Represents a sub-trade or endorsement
- Represents a journeyperson certificate in the trade specialty

* The designated trade is part of more than one industry sector.

Note: The Commission Board recommendation to reorganize the trades into four sectors was approved and the regulation came into effect on June 12, 2003.

2002-2003 Fiscal Year Results

Highlights of 2002-2003

- In Saskatchewan, there are 48 designated trades. Four of the trades require compulsory apprenticeship.
- On June 30, 2003, there were 5108 apprentices registered in the system: 4444 male and 664 female apprentices.
- 567 persons of Aboriginal ancestry were registered as apprentices during the year.
- Dedicated funding of $400,000 was received from the province for Aboriginal apprenticeship initiatives.
- 60% of registered Saskatchewan apprentices live outside the major urban centres of Regina and Saskatoon.
- 2811 apprentices accessed technical training during 2002-2003.
- 152 individuals attended upgrading courses; 489 individuals attended updating and special courses addressing technological change and processes.
- The following certificates were issued in Saskatchewan between July 1, 2002 and June 30, 2003:

Journeyperson	1043
Proficiency	59
Completion of Apprenticeship	773
Learners	217
Course Completion	489
Apprentice Year Cards	3432

Financial Highlights of 2002-2003

New Fee Schedule
Effective July 1, 2002, the Commission implemented a new fee schedule for apprentices and tradespersons. Tuition fees were implemented at a rate of $15 per week. A typical training period of eight weeks results in tuition of approximately $120 per level of training. Also implemented was an employer apprentice registration fee of $150. In addition, the new schedule increased some existing administrative fees.

- In 2002-2003, the Commission received $693,500 in fees, a $481,000 increase from the previous year.

Funding from SPMC Contracts
The Commission has received funds as a result of an initiative involving companies awarded contracts administered by the Saskatchewan Property Management Corporation. The initiative requires the contractor to contribute $.21 per hour for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission.

- In 2002-2003, the Commission expected receipts of $81,000, but received $5,220.

Increase in Staffing
The most significant increases in expenditures have resulted from the increased number of staff over the previous year.

- 2002-2003 salaries and personnel costs were $2,226,300, which represented an increase of approximately $339,000.
- Related to the increase in staff are increased travel, telephone and space rental costs totaling $88,000.
- Training contracts increased by approximately $267,000.

Goal 1:

Industry-Led:

Industry provides effective leadership in the apprenticeship system

The Commission was created in 1999 to provide industry with a more effective vehicle to lead and manage the apprenticeship program in Saskatchewan. The majority of Commission board members are selected by industry to represent the employers and employees who participate in apprenticeship training and certification. An active board governance culture has developed and continues to strengthen. The program responds to the needs of employers and employees as articulated by the Trade Boards and determined by the Commission Board.

The activities identified under the objectives of Goal 1, and the expenditures associated with these activities, result in a high level of industry participation and leadership in Saskatchewan's apprenticeship program. To the extent that apprenticeship is, or is seen to be, controlled by government or other interests, industry's investment and support for the program may be at risk. In order to maintain industry's investment in apprenticeship and support for work-based training in general, it is critical that industry, through its Boards, maintains ownership of the program. This is designed to ensure that the apprenticeship system responds to industry's training and certification needs.

1. Ensure Trade Boards, CEDBs and TEBs are representative and active

Each year the Commission renews the appointments to about one-third of its 43 Trade Boards. Nominations are solicited from industry organizations, employers and individuals. A sub-committee of the Commission Board reviews the nominations and recommends individuals for appointment based on a balance of representation from employers and employees, geographic distribution, industry sub-sectors, business size and other considerations.

- Last year, members were recruited and selected for 13 Trade Boards, with a total membership of 83 persons.
- In addition, the Commission filled vacancies on all Trade Boards, Curriculum and Exam Development Boards (CEDB) and Trade Examining Boards (TEB).
- During the year, 84 vacancies on the various Boards were filled.

Boards have been very active in updating and approving curriculum, and revising examinations. Activity at the interprovincial "Red Seal" level is increasing due to the rapid influx of the Interprovincial Computerized Examination Management System (ICEMS) computer-generated exams from the national system, and the expanded schedule of national occupational analyses review. Both activities require considerable board member and Commission staff resources to ensure Saskatchewan's needs are met.

- Trade Boards and Curriculum and Examination Development Boards met 134 times in 2002–2003.

2. Achieve significant progress towards representative participation in the apprenticeship sector

The Commission is working to improve access and success in apprenticeship for members of the equity groups.

From July 1, 2002 to June 30, 2003 1775 apprentices from equity seeking groups were registered to participate in the apprenticeship training system:

- 567 Aboriginal persons;
- 37 persons of visible minority;
- 52 individuals with disabilities; and
- 1119 women (336 are in predominantly male occupations).

Members of underrepresented groups participating in the apprenticeship system represent approximately 25.8% of apprentices served:

- women 16.2% (70% of these women are in the cook and cosmetology trades, and 30% in predominantly male occupations);
- members of visible minorities .05%;
- people with disabilities .07%; and
- people of Aboriginal descent 8%.

Aboriginal Initiatives

The Saskatchewan Apprenticeship and Trade Certification Commission has established special funding for projects that will increase Aboriginal participation in the trades and apprenticeship training.

- During 2001-2002, 79 new Aboriginal apprentices were registered in apprenticeship pilot project initiatives.
- During 2002-2003, 60 new Aboriginal apprentices were registered in the apprenticeship program.

This emphasis has increased the number of Aboriginal people registered in the apprenticeship system from 386 in April 2001 to 447 in February 2002 and 556 in March 2003.

Labour Force/Demographic Shift

On April 11, 2002, the Commission Board approved a newly developed representative workforce strategy for the apprenticeship and trade certification sector. The Board also approved the Apprenticeship and Trade Certification Staff Employment Equity Plan.

- The Commission actively promotes trade career opportunities to youth, women, Aboriginal people, people of visible minorities and people with disabilities.

Saskatchewan Apprentice Registrations of Underrepresented Groups 1998-99 to 2002-03

Year	Total Number of Equity Members	Number of Women	Number of Women in Predominantly Male Occupations	Number of Aboriginal People	Number of Visible Minority People	Number of People with Disabilities
1999		696	180			
2000	1117	951	227	229	7	19
2001	1439	1001	248	386	12	40
2002	1909	1074	291	479	19	46
2003	1775	1119	336	567	37	52

* Numbers represent apprentices active in the system between July 1, 2002 and June 30, 2003.

The Commission is an exemplary employer, in that as an organization it leads by example.

- The Commission has exceeded its employment equity goal as outlined by the Saskatchewan Human Rights Commission, in all categories except the number of women in predominantly male occupations.

Saskatchewan Apprenticeship and Trade Certification Commission Staff
Employment Equity Workforce Analysis
Designated Groups in All Positions as of December 31, 2002

	Total Employees	Persons of Aboriginal Ancestry	Persons with Disabilities	Members of Visible Minority Groups	Total Management Positions	Women in Management	Women in Non-Traditional Occupations
Period ending December 31, 2000	43	4 (9.3%)	4 (9.3%)		4	1 (25%)	0 (0%)
Period ending December 31, 2001	39	5 (17.8%)	4 (10.3%)	1 (2.6%)	3	1 (33.3%)	1 (7.7%)
Period ending December 31, 2002	46	10 (21.7%)	6 (13.0%)	2 (4.3%)	2	1 (50%)	3 (20%)
Saskatchewan Demographics		12.2%	9.7%	2.8% (a)		45%	45%

(a) Regina-5.4%, Saskatoon-5.2%

3. Strengthen the industry training culture

In 2002-2003, the Commission developed and implemented a plan to significantly increase its presence in the workplace to promote and support the workplace training culture. The Commission hired additional field staff, trade board support and program development staff. The additional staff enabled the Commission to improve its support of the on-the-job training component of apprenticeship.

The increased staff and expenditures provided additional:

- service to Trade Boards,
- field visits to employers and apprentices, and
- Trade Board and Curriculum and Examination Development Board activity related to development and updating of occupational, curriculum and examination standards.

All of these activities contribute to a stronger industry training culture.

- An increase of 3.5 FTE staff positions, or 20% to the staff operations, was added. Budget expenditures related to this area of operations increased proportionately.

New Designations

The Commission met with industry group applicants requesting designation for Cabinetmakers and for Labourers. Based on industry input, the Board designated Cabinetmaker as a trade. Discussions with supporters and opponents for the designation of Labourer are continuing with an expectation that a decision will be made in the fall of 2003.

Human Resource Plans

Individual trade Human Resource Development Plans, designed to meet the requirements of the regulations and the Commission Board of Director's Standards Committee, were completed for all trades and reviewed by industry at the annual trade

board meetings. The intent is to update 20% of the plans every year, and expand their content once expertise and resources become available.

Program Development

Working directly with industry partners, three Program Development Officers (PDO) and one manager are responsible for curriculum and program development.

Program development work includes:

- developing national and provincial occupational analyses;
- developing apprenticeship training standards and outcomes;
- responding to trade specific concerns raised by industry;
- hosting responsibilities for four national Red Seal trades;
- developing and maintaining a wide range of informational and program pamphlets and materials;
- developing all the certification and awareness examinations used in Saskatchewan;
- developing Human Resource plans for all trades; and
- facilitating annual trade board meetings, and on-going trade board and curriculum development board meetings.

The Commission's Program Development section was instrumental in involving industry leaders and subject matter experts in a variety of activities.

- Every trade board had the opportunity to meet in this fiscal year, and some chose to meet more than once.
- CEDB activities ensured that higher standards of training program content and relevance were achieved, and placement and certification examinations continue to be upgraded at an advanced rate.
- The section also provided substantial input into Canada's Interprovincial "Red Seal" program by reviewing national examinations, occupational analysis, providing training to other jurisdiction's staff and generally ensuring that national products meet Saskatchewan standards.

Program Development Activity 2002-2003	
Examinations Reviewed/Implemented	
Interprovincial (IP)	28
Provincial Journeyperson	7
Level/Placement	17
Entrance	3
Practical	6
Diagnostic	6
Examination Information Letters	73
Examination Appeals Reviewed	48
Pamphlets Developed	
Apprenticeship On-the-Job	7
Pamphlets Revised	
Apprenticeship Program	24
Upgrader Program	3
Trade Specific	10
Boards	
Trade Board/Curriculum and Examination Development Board Meetings	134
Trade Board Human Resource Plans developed	44

Saskatchewan Computerized Examination Management System (SCEMS)

SCEMS, the Saskatchewan Computerized Examination Management System, is a project to update the Commission's examination development and marking processes.

- Software has been acquired and installed to facilitate this process.
- PDO staff have developed a user guide, which has also been provided to other jurisdictions in Canada.
- Phase two of the project, which involves upgrading the marking processes for existing examinations and providing in-house training, is ahead of schedule.

Goal 2:

Quality Service:

The Commission maintains standards to meet the needs of employers, workers and the public; and provides a quality program and services

In 2002-2003, the Commission provided quality services to employers, workers and the public. The achievement of overall quality service is measured by the results reported in Goal 2 and in the section on program statistics.

Much of the Commission's emphasis in the past year has been placed on strengthening the industry training culture. In addition, the Commission added staff and operations expenditures in the areas of human resources management and office management. The maintenance of these improvements and further gains is closely related to the Commission's ability to continue to allocate adequate financial resources to these priorities.

The cost of technical training, which presently accounts for over two-thirds of Commission expenditures, represents the largest risk to the maintenance and improvement of quality service. The Commission does not limit the enrolment in apprenticeship training, since its role is to register and support the contract of apprenticeship between employers and workers, as well as to assess, examine and certify experienced tradespersons.

The costs of technical training may increase due to an increase in the number of registered apprentices, an increase in the number of designated trades or an increase in the length of the technical training periods. These factors increase the demand for technical training funds, and strain the Commission's ability to provide the other essential services that support apprenticeship training and certification.

1. Provide employers and employees with high quality and timely program development, training, income support and certification services

As of June 30, 2003 there are 5108 apprentices (male: 4444; female: 664) registered in 48 designated trades. This is a decrease of 97 apprentices (2%) over the last year.

Technical training was provided for 2811 apprentices in 2002-2003, compared with 2898 apprentices the previous year. According to the four levels of apprenticeship, the distribution for 2002-2003 is as follows: first year: 806 apprentices; second year: 660 apprentices; third year: 751 apprentices; and fourth year: 594 apprentices.

152 individuals attended upgrading courses; 489 individuals attended updating and special courses addressing technological change and processes.

Allowances

Two types of allowances are available to employment insurance (EI) eligible apprentices while they attend technical training courses. Apprentices who live away from home while attending technical training are eligible for a "living away from home allowance". Apprentices who are not eligible for employment insurance, but who had an EI claim in the past three years, are eligible for a "living allowance" and the "living away from home allowance" if applicable.

- During the 2002-2003 academic year, approximately 1643 apprentices received allowances totalling $1.3 million.

Trade Time/Work Experience Assessments

Primary training for the trades takes place at the work place. Employers provide detailed information on the work that individuals perform at the work place and submit documents for assessment. Commission staff evaluate this work experience ensuring industry standards are met by individuals and apprentices.

- The Commission completed an estimated 11,860 trade time assessments in the past year.

Client Services

During this reporting year, the Commission provided service to 6552 apprentices in the various sectors:

- Agriculture 33
- Construction 2623
- Mining/Manufacturing/Maintenance 1638
- Motive Power/Mechanical Repair 1210
- Tourism/Hospitality/Service 1048

Information Technology (IT) Services

- System changes were implemented to accommodate our new fee structure and meet requirements of Canada Customs and Revenue Agency (CCRA) with the ability to generate tax receipts.

- Testing and participation in system development continued on the Integrated Income Support System (IISS) component of One Client Service Model (OCSM). Implementation is scheduled for January 2004.

- Participation with other Business Area Representatives continued with a focus on: Strategic Information Technology/Information Management (IT/IM) Resource Planning; Business/Conceptual Modeling; Application Development/Mini Projects; Application Maintenance; Data Quality; and Executive/Ad hoc Reporting.

- New hardware purchased and replacements of existing equipment: seven new workstations, five CPUs replaced, seven laptop computers replaced, Optical Scanner replaced, one new Datacard Image printer, and two standard printers replaced.

- Software upgrades were purchased for MS Publisher and ID Works.

Alternate Training Delivery Methods: Training Innovation and Responsiveness

The Commission strives to meet the varying needs of industry, balancing flexibility of program delivery with the capacity to deliver high quality programs. The Commission encourages innovative and flexible delivery of apprenticeship technical training.

- The Commission is the direct technical training provider for apprentices in the Petroleum Installer Technician sub-trade.

- Cook apprentices had the option of attending training at four locations: Moose Jaw, Regina, Saskatoon and Prince Albert. Technical training is offered in an 8-week block in Moose Jaw. The day release method of attending one day a week over 40 weeks is offered in Regina, Saskatoon and Prince Albert.

- Carpenter training was delivered in Moose Jaw, Regina, Saskatoon, Prince Albert, and La Ronge.

- Crane and Hoist Operator apprenticeship technical training is delivered through a combination of distance delivery and five weekends of classroom training. Upgrading courses for boom truck operators were delivered in Lloydminster and Regina.

- The Saskatchewan Indian Institute of Technologies (SIIT) delivered technical training for level one carpenters in Saskatoon and Regina.

- SIAST Palliser Campus delivered carpenter training for level two apprentices on the Construction Careers Regina site.

- To accommodate the increasing demand for training, an extended day format was used to train apprentices in the machinist, welder, steamfitter-pipefitter, and steel fabricator trades. This training commences in the afternoon and runs until early evening.

- Technical training for roofer apprentices continues to be delivered at the workplace and monitored by an instructor from SIAST Woodland Campus. The instructor is accessible to apprentices by telephone for guidance throughout the training. Competency examinations are administered to the apprentices at the workplace as training progresses.

- For the first time, apprenticeship technical training was delivered for apprentices in the endorsement areas of the pipeline equipment operator trade. This training was delivered by the Operating Engineers Training Institute of Saskatchewan (OETIS).

- During the 2002-2003 technical training term, the SaskPower Training and Development Centre, in conjunction with the Power Lineperson Trade Board and Curriculum Board, developed an on-line computer course for level two apprentices. This on-line training is unique, in that it recognizes the importance of the task as well as the technical theory that supports the task. Apprentices are required to complete the technical material on line and their employers are required to "check off" each of the tasks or skill competencies. Eight apprentices and their employers were involved in the pilot. The pilot is currently being evaluated.

High School to Apprenticeship

High School to Apprenticeship – A Link to the Future 2003 books were distributed to secondary school guidance counsellors and school administrators throughout the province. Training deliverers and Career and Employment Service Centers also received the trades information book.

Pre-Trades Courses

Pre-trades programs are approved by the Commission and delivered by the training institution at the request of local industry. Graduates receive level one technical training exemption, work experience credits and access to employment as apprentices.

- Two plumber, one industrial mechanic (millwright), and two tri-trades (agriculture machinery technician, heavy-duty equipment mechanic, and truck and transport mechanic) were approved by the Commission during 2002-2003.

National Initiatives

Saskatchewan continues to play a major role with the development of *Interprovincial Computerized Examination Management System (ICEMS)* by chairing the ICEMS working group. The group is responsible for implementing workable examination item banks that will be stored in ICEMS to generate "Red Seal" examinations. It is anticipated that ICEMS will be operational in late 2003.

Saskatchewan also contributes a leadership role within *the Canadian Council of Directors of Apprenticeship (CCDA)* and the *Interprovincial Standards and Examination Committee (ISEC)* and their associated subcommittees. Saskatchewan's profile helps to ensure that national programming and products meet our high standards and address our needs.

2. Ensure employers and employees comply with *The Apprenticeship and Trade Certification Act, 1999* and regulations

Field Consultant Client Services

Field Consultants provide varied and essential services to the Commission. Responsibilities range from promotion and counselling apprentices and employers, to ensuring that the dictates of *The Act* and regulations are met.

- There are currently 15 field consultants located in eight centres throughout the province. Two new consultant positions were added during 2002-2003.

i. Work Site Evaluation/Appraisal

As specified in *The Apprenticeship and Trade Certification Act 1999*, field consultants approach businesses and work sites to consult with employers, apprentices and workers on all aspects of apprenticeship training and trade certification for their trade(s). These consultations may include:

- reviewing the workplace component of apprenticeship training;
- preparing training plans, monitoring apprentice progress, and addressing any individual training issues;
- identifying issues related to offering apprenticeship training or challenging certification examinations;
- ensuring legislative requirements are met; and
- discussing human resource planning and training needs with employers.

Work site evaluations/appraisals require an internal administrative process to be considered complete.

- 2270 work site evaluations/ appraisals were completed this past year.

ii. Apprentice Registration

Field consultants are available to provide orientation to approximately 3000 apprentices attending technical training at SIAST Campuses. During this orientation time, the consultants also provide assistance in assessing allowances and trade time.

iii. Promotion and Marketing

Field consultants and Commission staff participated in 136 high school career fairs, industry trade shows, and public informational sessions across the province this past year.

3. Achieve equitable and sustainable funding

The Commission's principle sources of revenue are a grant from the Provincial Government and client fees.

The Provincial Government maintained its support for apprenticeship as indicated through its annual grant, which was up slightly over the previous year, and slightly ahead of budget. The Commission was treated comparably to the other parts of the post-secondary education and training system.

In 2002-2003, a major new fee initiative was implemented, as part of a goal of generating 10% of Commission revenue over a five-year period.

- The revenue from fees was approximately $694,000, which is 5% above budget. The Commission is on track to achieve its five-year revenue generation goal.

Goal 3:

Corporate Performance:

The Commission is an effective and accountable organization

In 2002-2003, the Commission performed effectively as an organization and was accountable to both industry and government.

The accountability to industry is achieved through the governance structure of the Board, as well as the Chief Executive Officer being hired by, and reporting directly to, the Board.

The accountability to government is achieved through a variety of measures, including The Apprenticeship and Trade Certification Act, 1999, related regulations, Ministerial approval of the annual business plan and budget and tabling of the annual report. The staff of the Commission are employees of executive government and the Commission is subject to the public sector integrated accountability framework.

The Commission operated within its available resources and met its statutory requirements. While staffing new positions, filling vacancies as a result of retirements, and assuming new administrative responsibilities from Saskatchewan Learning, the Commission maintained quality service and effectively supported industry's leadership of the apprenticeship training and certification program.

1. Maintain a work environment that will adequately support the functions of the organization

A. Administration

Regulations Revised

The Apprenticeship and Trade Certification Act, 1999 established regulatory authority for both government and the Commission for apprenticeship training and trade certification. The task of separating the old regulations into new areas of regulatory authority for the government and for the Commission was completed.

New regulations were developed for the Pipeline Equipment Operator trade, the Petroleum Installer Technician sub-trade of the Steamfitter-Pipefitter trade and Elm Tree Pruner endorsement for the Horticulture Technician trade.

Administrative Independence

The Commission receives some administrative support service from Saskatchewan Learning under the terms of a three-year shared services agreement.

During the past three years, the Commission assumed responsibility for many of the administrative support services formerly provided by the Department.

- Beginning in 2003-2004, the Commission budget allocates about $335,000 to provide services formerly provided and paid for by the Department.
- In 2002-2003, the Commission negotiated and signed a new three-year shared services agreement with Saskatchewan Learning. This agreement reflects the new level of services provided and identifies the goal of further movement toward administrative independence.

Human Resource Highlights 2002-2003	
Staffing	• 22 staffing actions occurred: 12 permanent/permanent part-time and ten term staffing actions • 11 of the 12 permanent/permanent part-time positions were posted with a preference for employment equity group members; ten of the staff hired are from employment equity groups • six of the ten term positions were posted with a preference for employment equity group members; five of the staff hired are from employment equity groups
Investment in Training	• 42 employees accessed training between July 1, 2002 and June 30, 2003 • 142.5 training days were used • $34,480.00 was spent on training • Areas of training included equity education and awareness, communication, management/leadership, personal/professional, and technology.

B. Accountability to Industry

The Commission Board and trade boards provide direction to the Commission administration and to the apprenticeship and trade certification program. The Commission Board and the trade boards ensure that current industry standards, both occupational and in terms of curriculum and examination, are in place to meet the needs of the market place.

Trade boards and curriculum and examination development boards (CEDB) provide guidance and subject matter expertise in the furthering of trade activities. Members make recommendation directly to program development staff, or through scheduled meetings. The Commission Board evaluates trade board and CEDB recommendations and provides direction to the administration of the Apprenticeship and Trade Certification Commission in the form of minutes. The administration then acts on the Commission Board recommendations.

Trade board membership consists of equal numbers of employer and employee representatives. These industry representatives participate directly in nominating Commission Board members. The Commission Board also includes training deliverer and government representatives, as well as representatives from groups under-represented in the provincial population.

- Trade Boards and CEDBs met 134 times this year, exceeding the expected number of meetings by more than 10%.
- During 2002-2003, 19 curriculum changes were requested and approved; 17 changes were requested and approved in 2001-2002.

C. Accountability to Government

Integrated Accountability Framework

The Commission made further progress towards aligning its planning, evaluation and reporting activities with the standards set by the government's integrated accountability framework.

Saskatchewan Learning Sector Plan

The Commission continues to participate in the development of the Saskatchewan Learning Sector Plan. The scope of the sector plan continues to evolve as Saskatchewan Learning now encompasses the K-12, post-secondary, early childhood development and library systems.

Recognizing Prior Learning (RPL)

The Commission with other post-secondary partners and the Saskatchewan Labour Force Development Board (SLFDB) developed information on Recognizing Prior Learning (RPL), including a description of the process available for individuals applying for credit and advance standing.

2. Market and promote apprenticeship to partners and clients

During 2002-2003, the Commission continued in its efforts to raise the awareness of industry as a training culture and to promote certified workers in the workplace.

Several initiatives required specific attention.

- On July 1, 2002, the Commission implemented tuition fees and fees for service. Communication activities were engaged in informing apprentices, employers, tradespeople, partners in apprenticeship and the public about the changes taking place in the apprenticeship and trade certification system. Commission staff also participated in a number of seminars as preparations were made to accommodate the significant administrative changes.
- A review of national research studies dedicated to communication issues around apprenticeship across Canada, and a key messaging session provided the foundation for the Commission's 2003-2004 Communication Strategy and promotional activities.

Apprenticeship Awards Celebrate the Team Approach to Success

The Apprenticeship and Trade Certification system is a recognized and valued industry-driven program in Saskatchewan.

"Celebrating Apprenticeship – An Industry-Driven Program", the Commission's second annual apprenticeship awards celebration was held on October 25, 2002. The awards event celebrates the *certification in the trades* – journeyperson certification earned though apprenticeship training or through the tradesperson route.

Saskatchewan Apprenticeship and Trade Certification Commission awards were presented for *outstanding achievement in training and certification* (for the apprenticeship year July 1, 2001 to June 30, 2002), and honoured the partnerships that were required to achieve that end.

- 48 outstanding new journeypersons were honoured
- Jason Kraus (Electrician) received the George Pellerin Award, a Commission scholarship of $500.
- Employers and supervising journeypersons were recognized for their mentorship of the award recipients.
- *SaskPower Weyburn Training Centre* (Power Lineperson trade) received the Outstanding Technical Training Team Award, and the *Power Lineperson Trade Board* received the Outstanding Trade Board Award.
- Six industry scholarships were presented.
- Two Skills Canada Saskatchewan apprentices who achieved gold medal standing at the national skills competition received $250 scholarships from the Commission.

3. Maintain and enhance partnerships

Saskatchewan's Apprenticeship and Trade Certification Commission enjoys numerous training relationships with various training deliverers, organizations and associations.

Apprenticeship training is delivered by:

- Saskatchewan Institute of Applied Science and Technology (SIAST),
- Western Trade Training Institute (WTTI),
- SaskPower, and
- Operating Engineers Training Institute of Saskatchewan (OETIS).

For trades with a small number of apprentices, technical training is provided in other provinces.

Training Protocol Agreements

The Commission renegotiated and signed two new 3-year training agreements with its training deliverers. The Training Protocol Agreements form the basis for operations with Western Trade Training Institute and Saskatchewan Institute of Applied Science and Technology (SIAST).

Partnerships

Long term partnerships have been in place with the Saskatchewan Tourism Education Council (STEC), Saskatchewan Indian Institute of Technologies (SIIT), Saskatchewan Women in Trades and Technology (SaskWITT), and the Northern Apprenticeship Committee (NAC). Of significance during this reporting period, are the following partnership initiatives:

Career Discovery and the Courage to Live It 2003

The Commission provided funding and support to a career discovery and youth conference tour. The conference tour provided an opportunity for Aboriginal youth and youth at risk to discover career opportunities, as well as information on how to acquire the skills to make informed decisions and the courage to live their dreams.

- The Commission provided $5000 in funding and participated in career information presentations for three 3-day conferences across the province.

Skills Canada Saskatchewan (SCS)

The Commission continues to provide funding and support for increased awareness of the apprenticeship and trade certification program to youth through leadership activities and skill competitions through Skills Canada Saskatchewan.

- The Commission is represented on the SCS Board of Directors.
- The Commission provided $5000 in funding to SCS and a $250 scholarship to two apprentices achieving gold medal standing at the provincial skills competition.

Northern Labour Market Committee

The Northern Labour Market Committee (NLMC) provides a forum for government agencies, northern communities and industry to discuss economic development opportunities in the north.

- The Commission participates as a resource on the committee, providing information and an opportunity for discussion about apprenticeship and trade certification activities, with special emphasis on the North.

The Commission also participates on three NLMC sub-committees:

i. Northern Apprenticeship Committee (NAC)

Working closely with industry, NAC ensures that employment opportunities in the north are made available to northern apprentices and tradespeople.

- NAC is recognized as a joint training committee, providing an opportunity for workers to register as apprentices.
- One member of the Commission Board of Directors is co-chair of NAC.
- The Commission provides an administrative support person to NAC.

ii. Forestry Training Sub-Committee

The Forestry Training Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the forestry industry.

iii. Mineral Sector

The Mineral Sector Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the mineral sector.

Apprenticeship and Trade Certification Program Statistics 2002-2003

INDENTURES, COMPLETIONS AND CANCELLATIONS BY TRADE 2002-2003

Trade	Number of Apprentices July 1, 2002	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2003
Agricultural Machinery Technician	141	31	18	33	121
Aircraft Maintenance Engineer Technician	29	4	1	0	32
Automotive Service Technician	342	107	56	63	330
Barber Stylist	17	43	0	24	36
Boilermaker	33	4	3	11	23
Bricklayer	33	25	10	1	47
Carpenter	676	154	131	36	663
Cement Finisher	1	0	0	0	1
Cook	154	57	46	20	145
Cosmetologist	546	142	147	83	458
Crane and Hoist Operator	8	5	1	3	9
- Boom Truck Operator "A"	7	5	3	2	7
- Boom Truck Operator "B"	4	6	3	0	7
- Conventional Crane Operator	5	2	1	0	6
- Hoist Operator	0	0	0	0	0
- Hydraulic Crane Operator	12	7	6	1	12
- Tower Crane Operator	1	0	0	0	1
Custom Harvester	3	0	0	0	3
Drywall and Acoustical Mechanic	1	0	1	0	0
Electrician	678	216	79	108	707
Electronics Assembler	26	12	5	8	25
Electronics Technician (C.P.)	4	0	2	0	2
Floorcovering Installer	0	1	1	0	0
Food and Beverage Person	42	39	31	3	47
Glassworker	6	3	1	0	8
Guest Services Representative	15	0	12	1	2
Heavy-Duty Equipment Mechanic	139	38	4	27	146
Horticulture Technician	5	2	1	0	6
Industrial Instrument Mechanic	101	37	15	24	99
Industrial Mechanic (Millwright)	242	56	30	57	211
Insulator	0	0	0	0	0
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	69	11	10	5	65
Locksmith	4	1	1	0	4
Machinist	156	37	42	23	128
Motor Vehicle Body Repairer	112	38	42	17	91
- Motor Vehicle Body Refinisher	3	1	1	0	3
Painter and Decorator	6	1	0	0	7
Partsperson	67	14	14	18	49

Trade	Number of Apprentices July 1, 2002	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2003
Pipeline Equipment Operator					
- Dozer Operator	0	12	0	0	12
- Excavator Operator	0	13	0	0	13
- Grader Operator	0	2	0	0	2
- Sideboom Operator	0	5	0	0	5
Plasterer	0	0	0	0	0
Plumber	407	116	39	48	436
Pork Production Technician	144	81	7	21	197
Power Lineperson	112	36	11	21	116
Refrigeration Mechanic	92	45	34	11	92
Roofer	29	5	11	2	21
Sheet Metal Worker	134	51	20	14	151
Sprinkler Systems Installer	30	4	3	7	24
Steamfitter-Pipefitter	71	41	6	16	90
- Petroleum Installer Technician	2	0	0	0	2
Steel Fabricator	33	6	4	7	28
Tilesetter	5	0	2	0	3
Truck and Transport Mechanic	110	29	15	15	109
Water Well Driller	1	0	0	1	0
Welder	338	102	85	59	296
- Production Line Welder	9	1	0	0	10
Total	**5205**	**1648**	**955**	**790**	**5108**

ATTENDANCE IN APPRENTICESHIP TECHNICAL TRAINING COURSES BY TRADE AND STAGE OF TRAINING 2002-2003

Trade	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	88	11	25	21	31
Aircraft Maintenance Engineer	5	5			
Automotive Service Technician	265	63	53	71	78
Barber Stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	31	31			N/A
Bricklayer	27	17	7	3	N/A
Carpenter	263	80	59	69	55
Cement Finisher	0				N/A
Cook	96	19	33	44	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	10	10			N/A
Custom Harvester	0				N/A
Drywall and Acoustical Mechanic	0				
Electrician	526	138	117	117	154
Electronics Assembler	17	8	9	N/A	N/A
Electronics Technician (C.P.)	0				
Floorcovering Installer	0				N/A
Food and Beverage **	0				N/A
Glassworker	3	3			
Guest Services Representative **	0				N/A
Heavy-Duty Equipment Mechanic	93	20	12	24	37
Horticulture Technician	2	2			N/A
Industrial Instrument Mechanic	41	7	12	9	13
Industrial Mechanic (Millwright)	220	46	58	57	59
Insulator	0				N/A
Ironworker Reinforcing Rebar	0				N/A
Ironworker Structural	31	11	11	9	N/A
Locksmith	4	4			N/A
Machinist	91	11	12	48	20
Motor Vehicle Body Repairer	53	5	20	16	12
MVB Refinisher	0			N/A	N/A
Painter and Decorator	2	2			N/A
Partsperson	31	9	8	14	N/A
Pipeline Equipment Operator	13	13			
Plasterer	0				N/A
Plumber	287	66	65	85	71
Pork Production Technician	70	43	27	N/A	N/A
Power Lineman	101	38	20	28	15
Refrigeration Mechanic	55	11	12	20	12
Roofer	1			1	N/A
Sheet Metal Worker	73	22	20	19	12
Sprinkler Systems Installer	18	18			
Steamfitter-Pipefitter	55	23	12	6	14
Steel Fabricator	26	11	9	6	N/A
Tilesetter	0				

Trade	All Levels	First	Second	Third	Fourth
Truck and Transport Mechanic	59	24	12	12	11
Water Well Driller	0			N/A	N/A
Welder	154	35	47	72	N/A
- Production Line Welder *	0			N/A	N/A
TOTAL	**2811**	**806**	**660**	**751**	**594**
* Technical training is completed prior to registration.					
** Technical training is in partnership with Saskatchewan Tourism.					
N/A - No applicable training for this Trade/Level					
Note: Data is based on activity July 1, 2002 to June 30, 2003					

JOURNEYPERSON EXAMINATIONS 2002-2003

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	39	30	9
Aircraft Maintenance Engineer Technician*			
Automotive Service Technician	125	88	37
Barber Stylist	26	23	3
Boilermaker	7	7	0
Bricklayer	7	4	3
Carpenter	111	49	62
Cement Finisher	1	0	1
Cook	112	47	65
Cosmetologist	143	117	26
Crane and Hoist Operator	7	7	0
- Boom Truck Operator "A"	22	21	1
- Boom Truck Operator "B"	25	20	5
- Conventional Crane Operator	1	1	0
- Hoist Operator	0	0	0
- Hydraulic Crane Operator	9	7	2
- Tower Crane Operator	0	0	0
Custom Harvester	0	0	0
Drywall and Acoustical Mechanic	14	14	0
Electrician	216	116	100
Electronics Assembler	15	9	6
Electronics Technician (C.P.)	0	0	0
Floorcovering Installer	0	0	0
Food and Beverage Person	0	0	0
Glassworker	1	1	0
Guest Services Representative	0	0	0
Heavy-Duty Equipment Mechanic	76	41	35
Horticulture Technician	1	0	1
Industrial Instrument Mechanic	39	33	6
Industrial Mechanic (Millwright)	137	85	52
Insulator	9	7	2
Ironworker Reinforcing Rebar	0	0	0
Ironworker Structural	9	2	7
Locksmith	0	0	0
Machinist	30	20	10
Motor Vehicle Body Repairer	27	24	3
- Motor Vehicle Body Refinisher	3	3	0
Painter and Decorator	18	12	6
Partsperson	43	37	6
Pipeline Equipment Operator	0	0	0
- Dozer Operator	12	12	0
- Excavator Operator	11	9	2
- Grader Operator	9	9	0
- Sideboom Operator	13	12	1
Plasterer	0	0	0

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Plumber	105	60	45
Pork Production Technician	1	1	0
- Breeder	7	1	6
- Facilities	0	0	0
- Farrowing	9	8	1
- Grower-Finisher	16	11	5
- Nursery	4	1	3
Power Lineperson	21	18	3
Refrigeration Mechanic	15	11	4
Roofer	4	4	0
Sheet Metal Worker	16	12	4
Sprinkler Systems Installer	5	5	0
Steamfitter-Pipefitter	26	14	12
- Petroleum Installer Technician	3	3	0
Steel Fabricator	19	13	6
Tilesetter	2	1	1
Truck and Transport Mechanic	46	31	15
Water Well Driller	0	0	0
Welder	158	80	78
- Production Line Welder	0	0	0
TOTAL	**1775**	**1141**	**634**

APPRENTICES: INDENTURES, COMPLETIONS AND CANCELLATIONS FIVE YEAR OVERVIEW 1998-1999 TO 2002-2003

Year	Number of indentures during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
1998-99	1379	670	444	5268
1999-00	1689	725	865	5367
2000-01*	1477	851	687	5306
2001-02*	1676	800	983	5205
2002-03*	1648	790	955	5108

* Data is based on activity July 1, 2002 to June 30, 2003.

Financial Highlights of 2002-2003

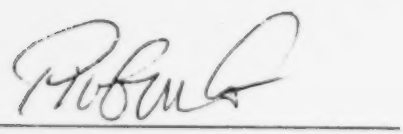
Management Report

August 29, 2003

The financial statements have been prepared by management in accordance with generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The financial statements have been audited by the Provincial Auditor of Saskatchewan, whose report follows.



R.D. (Bob) Guthrie
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SASKATCHEWAN

AUDITOR'S REPORT

To the Members of the Legislative Assembly,

I have audited the consolidated statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2003 and the consolidated statements of operations and accumulated surplus, change in net financial assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
July 18, 2003

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at June 30, 2003

	2003	2002
Financial Assets:		
Due From General Revenue Fund (Note 3)	$ 709,718	$ 767,722
Accounts Receivable (Note 6)	44,388	43,894
Inventory for Resale (Note 2 d)	4,740	4,411
Total Financial Assets	758,846	816,027
Liabilities:		
Accounts Payable	63,088	42,445
Accrued Vacation Leave	119,604	115,984
Unearned Revenue (Note 7)	40,398	-
Total Liabilities	223,090	158,429
Net Financial Assets (Note 9)	535,756	657,598
Non-financial Assets (Note 10)		
Tangible Capital Assets	284,087	187,677
Inventory of Promotional Supplies (Note 2 d)	19,554	-
Prepaid Expenses	58,415	105,681
	362,056	293,358
Accumulated Surplus	$ 897,812	$ 950,956

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the Year Ended June 30, 2003

	Budget	2003	2002
Revenue:			
Grants – General Revenue Fund	$ 9,580,300	$ 9,612,750	$ 9,587,368
Client Fees	662,100	693,502	212,474
Industry Contributions	81,000	5,220	5,931
Products and Services	33,400	38,695	5,383
Interest	24,300	13,201	28,329
Total Revenue	10,381,100	10,363,368	9,839,485
Expenses:			
Salaries & Personnel	2,273,110	2,226,322	1,887,448
Program Contractual Services (Note 12)	7,220,300	7,146,782	6,879,894
Amortization	68,200	58,920	57,817
Other Contractual Services	64,600	58,816	104,339
Honorariums, Board	153,500	138,332	150,206
Travel	221,500	246,385	195,454
Telephone	67,125	61,746	56,016
Advertising, Promotion and Printing	103,200	97,276	69,261
Space Rental	203,000	222,011	190,571
Equipment Rental	13,900	15,649	16,681
Office Supplies	55,600	49,573	59,972
Postage, Courier, Freight	44,300	70,044	51,978
Products for Resale	5,600	1,322	785
Insurance, computer related	14,200	23,334	41,709
Total Expenses	10,508,135	10,416,512	9,762,131
Annual (Deficit)/Surplus	$ (127,035)	(53,144)	77,354
Accumulated Surplus, beginning of year		950,956	873,602
Accumulated Surplus, end of year		$ 897,812	$ 950,956

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended June 30, 2003

	2003	2002
Annual (Deficit) Surplus	$ (53,144)	$ 77,354
Purchase of Capital Assets	(155,330)	(119,943)
Amortization of Capital Assets	58,920	57,817
	(96,410)	(62,126)
Use (Acquisition) of Prepaid Expenses	47,266	(26,695)
Acquisition of Inventory of Promotional Supplies	(19,554)	-
	27,712	(26,695)
(Decrease) in Net Financial Assets	(121,842)	(11,467)
Net Financial Assets, beginning of year	657,598	669,065
Net Financial Assets, end of year	$ 535,756	$ 657,598

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2003

	2003	2002
Cash Flows from Operating Activities:		
Cash Receipts from General Revenue Fund	$ 9,612,750	$ 9,638,063
Cash Receipts from Clients	693,502	212,474
Interest Received	13,201	36,632
Industry Contributions	5,220	5,930
Products and Services	38,695	5,383
Cash Paid to Suppliers and Employees	(3,119,260)	(2,909,885)
Cash Paid to Provide Program Services	(7,146,782)	(6,859,488)
Cash Flows from Operating Activities	97,326	129,109
Cash Flows from Investing Activities:		
Purchase of Capital Assets	(155,330)	(119,943)
Cash Flows from Investing Activities	(155,330)	(119,943)
(Decrease)/Increase in Cash	(58,004)	9,166
Due from General Revenue Fund, beginning of year	767,722	758,556
Due from General Revenue Fund, end of year	$ 709,718	$ 767,722

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2003

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements have been prepared using Canadian accounting principles appropriate for the public sector and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts were prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by Saskatchewan Learning (formerly the Department of Post-Secondary Education and Skills Training) to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets purchased during the period.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital assets were transferred to the Commission from Saskatchewan Learning (formerly the Department of Post-Secondary Education and Skills Training) on October 1, 1999. These assets were fully depreciated at that time, carrying no book value.

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital asset purchases on a straight-line basis over their estimated useful lives.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years

f) Joint Venture

The Commission's share of jointly controlled activities included in these financial statements is as follows:

Inter-provincial Computerized Examination Management System (ICEMS) – 2%

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2002 to June 30, 2003 was 2.83% (2001-2002 – 2.81%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as departments, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with the provision of administrative services provided by Saskatchewan Learning (formerly the Department of Post-Secondary Education and Skills Training) and no provision for such costs is reflected in these statements. These costs are borne by Saskatchewan Learning. Also, the Department paid for the employee benefits of the Commission.

Other transactions with related third parties and amounts due to/from are described separately in the financial statements and notes thereto.

5. Financial Instruments

The Commission's financial instruments include due from the General Revenue Fund, accounts receivable, prepaid expenses, accounts payable and accrued liabilities and accrued vacation leave. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2003	2002
Operating grant receivable	$40,000	$39,250
Joint venture receivable (note 11)	1,118	2,843
Interest receivable	3,270	1,801
Total receivable	$44,388	$43,894

7. Unearned Revenue

Unearned revenue is comprised of tuition fees received from apprentices before June 30, 2003 for training which will occur after June 30, 2003. Tuition fees came into effect July 1, 2002.

8. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street. The annual lease payments agreed to are:

2003-2004 - $142,029
2004-2005 - $142,029
2005-2006 - $142,029
2006-2007 - $142,029
2007-2008 - $71,015

The lease agreement expires December 31, 2007.

9. Net Financial Assets

The net financial assets of the Commission are comprised of restricted and unrestricted amounts.

The restricted amount represents unexpended grants from the General Revenue Fund designated for Aboriginal initiatives. Included in 2003 Grants – General Revenue Fund is $400,000 (2002 - $400,000) received for Aboriginal initiatives.

The Net Financial Asset balances are comprised of the following:

	2003	2002
Funds restricted for Aboriginal initiatives	$171,057	$162,395
Unrestricted funds	$364,699	$495,203
Total Net Financial Assets	$535,756	$657,598

10. Non-financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The following chart provides the tangible assets detail.

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended June 30, 2003

	2003						2002
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Software	Total	Total
Opening costs	$ 34,948	$ 21,474	$ 23,397	$ 95,397	$ 102,454	$ 277,670	$ 157,727
Additions during the year	8,495	16,679	0	62,542	67,614	155,330	119,943
Closing cost	43,443	38,153	23,397	157,939	170,068	433,000	277,670
Opening accumulated amortization	11,238	2,448	8,382	64,431	3,494	89,993	32,177
Annual amortization	6,229	3,798	3,880	40,954	4,059	58,920	57,816
Closing accumulated amortization	17,467	6,246	12,262	105,385	7,553	148,913	89,993
Net Book Value of Tangible Capital Assets	$ 25,976	$ 31,907	$ 11,135	$ 52,554	$162,515	$ 284,087	$ 187,677

11. ICEMS

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in these joint ventures is as follows:

	2003	2002
Due from General Revenue Fund	$42,669	$57,407
Accounts Receivable	1,118	2,843
Tangible Capital Assets	157,891	91,973
Accounts Payable	(342)	-

The Federal Government collects the monies for ICEMS and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in Trust by the Commission to pay for the development of the ICEMS. Since these monies are held in Trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2003, the Commission held in Trust cash for the ICEMS in the amount of $1,613,227 (2002-$2,474,753). During the year, the Commission received $1.2 million for ICEMS and disbursed $2.0 million.

12. Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement (Related Party)

The Commission enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2003, the contract amount was $5,900,000 (2002 - $6,000,000). Additional classes are contracted as required.

13. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's financial statement presentation.

Commission Plan for 2003-2004 and Beyond

Commission Performance Plan for 2003-04

On June 25, 2003, the Board of Directors of the Saskatchewan Apprenticeship and Trade Certification Commission adopted the 2003-2004 Business Plan and Budget. The annual business plan describes the Commission's operational activities for the year ahead, identifies key issues, strategic directions and the risks to the Commission's operations posed by factors beyond the Commission's direct control. It is based upon the long-term strategic plan that sets out the organization's goals and objectives, and is aligned with the emerging Saskatchewan Learning Sector Plan as it relates to the apprenticeship training and certification program.

Strategic Directions

The following table sets out several key issues facing the Commission and identifies strategic directions that will be pursued.

Key Issue	***Strategic Direction***
Re-investment in Workplace Training	Focus on field services and program development; addition of new staff.
Industry Training Culture	Promotion of industry human resource planning; enhanced service delivery to industry to support on-the-job training.
Communications	Communicate the value of apprenticeship training and certification to all key audiences; develop apprenticeship web-site.
Provincial Support	Work to improve provincial government support for investment in work-based training and certification; promote apprenticeship as the low cost/high value option.
Changing Work	Provide training and certification services that reflect the changing scope and nature of activities in the workplace; improve ability to deliver decentralized training through technology, innovation and responsiveness.
Dual Accountability	Meet industry's needs for current programs and on-the-job training support; respond to government priorities.
Labour Force/Demographic Shifts	Provide leadership to industry on the value of a diverse workforce; increase the emphasis on Aboriginal apprenticeship initiatives.

Performance Plan

The following table is a summary of the results expected from the 2003-2004 key initiatives and programming:

Key Results Areas	2003-2004
Total Registered Apprentices	5,300
New Apprentices Registered	1,450
Apprentices in Technical Training	2,700
Upgraders/Updaters in Training	600
Allowance Claims Processed/Approved	2,700/1,900
Employer /Workplace Visits	2,400
Work Experience Assessments	11,100
Learning Disabled Assessments	50
Written Examinations (all types)	2,000
Practical Examinations	450
Journeyperson/Proficiency Certificates Issued	1,025
Industry Board/Committee Meetings	120
Trade Shows/Career Fairs	80
Revenue Generation	$803,400

Budget Overview

The Commission is projecting a deficit for 2003-2004 in the amount of $258,100. The 2003-2004 budget has proposed to meet current needs, recognizing that there is an accumulated surplus to fund the 2003/04 deficit. The 2003-2004 deficit will be funded by the accumulated surplus (net financial assets). However, it is recognized that on-going expenditures must be sustainable by future budget revenues. The Commission will closely monitor revenues and expenditures against the budget and will manage staffing actions and implement spending controls as necessary.

In 2005-2006, the Commission is scheduled to implement an increase in its fees, as set out in its five-year Revenue Generation Plan. The Revenue Generation Plan remains in effect and the Commission is on track to meet its goal of generating 10% of its revenue by 2005-2006. The Commission will be in a position to balance its 2005-2006 budget. It will likely be able to allocate additional expenditures to the purchase of apprenticeship technical training and the provision of services that support work-based skills development.

Risks

Provincial Funding

The level of provincial funding to apprenticeship is an emerging risk based on the province's financial position and the priority given to apprenticeship training and certification. To the extent that the Commission's new revenue generating potential is seen by the government as an opportunity to reduce provincial funding to apprenticeship, particularly in comparison to the other institutions in the learning sector, apprenticeship programs and services are put at risk.

Decline in the Industry Training Culture

Trades skills, and the certification upon which the journeyperson status is based, depend on good on-the-job training and experience. In order to support the basis of the apprenticeship system, the Commission has embarked on a vigorous program of re-investment in the services that support the

workplace-based component of apprenticeship. The additional revenue that the Commission is generating from fees and other sources is being reinvested in the improvement of services to employers, apprentices and tradespersons. There is a risk that government and industry will not recognize the value of this reinvestment in workplace training, and the Commission will need to curtail such spending due to other demands on its resources.

Customer Service Expectations

The introduction of new and higher fees for apprenticeship training and certification services increases client service expectations. The Commission's challenge will be to manage and respond to client expectations within its financial and human resources.

Changing Labour Force and Population Demographics

The apprenticeship workforce is not representative of the Saskatchewan labour force or population. Apprenticeship employers, most of whom are in the small business sector, must be persuaded of the business case for a representative workforce. Industry requires leadership in this area so that the retiring skilled workers can be replaced and employment growth demands can be met with new labour force entrants from a changing provincial population.

Conclusion

In the year ahead, the staff of the Commission expects to further develop performance measures relevant to the Commissions' goals and objectives, as articulated in its strategic plan. Future reports will identify more detailed performance measures and outcomes as they relate to these goals and objectives.

Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton St
***Regina** SK S4P 3V7*

Tel:	(306) 787-2444	Fax:	(306) 787-5105
Toll Free:	1-877-363-0536		
e-mail:	Apprenticeship@sasked.gov.sk.ca		

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
255 Spruce Drive
Estevan SK S4A 2V6

T: (306) 637-4930
F: (306) 634-8060

Apprenticeship and Trade Certification Commission
Northern Division
Box 5000
La Ronge SK S0J 1L0

T: (306) 425-4385
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Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
110 Ominica St W
Moose Jaw SK S6H 6V2

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Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 St
North Battleford SK S9A 1E9

T: (306) 446-7409
F: (306) 446-7586

Apprenticeship and Trade Certification Commission
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Bay 17, 243 South Industrial Dr
Prince Albert SK S6V 6G1

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Regina SK S4P 3V7

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Saskatoon Regional Office
10th Flr 122-3rd Ave N
Saskatoon SK S7L 4J7

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Apprenticeship and Trade Certification Commission
Swift Current Regional Office
350 Cheadle St W
Swift Current SK S9H 4G3

T: (306) 778-8945
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Apprenticeship and Trade Certification Commission
Yorkton Regional Office
72 Smith St E
Yorkton SK S3N 2Y4

T: (306) 786-1394
F: (306) 782-1612

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION

FISCAL YEAR ENDING JUNE 30, 2003

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2002-2003

Salaries:

Management

Listed below are Senior Management staff (out of scope) salaries recorded in the fiscal year.

Guthrie, Bob	Chief Executive Officer	$107,301.80
McDougall, Dawn	Human Resources Consultant	45,235.20
Mohr, Violet	Executive Administrator	35,988.00
Muir, Douglas	Director of Apprenticeship	84,132.00
Wong, Lillie	Director, Corporate Services	78,612.00
	Total Out of Scope	**$351,269.00**

Listed below are the In-Scope Employees' salaries recorded in the fiscal year

Permanent

Akre, Kenneth M	$62,123.89	Kovatch, Maurice	$51,339.97
Barkman, Vivian J	-243.56	Lapchuk, David	18,296.18
Botkin, H June	17,304.17	LaPlante, Loreena	49,087.31
Brass, Jackie B	25,146.23	Lewendon, Raylynne	11,369.17
Burzminski, Melody	35,810.99	McLean, Jennifer J Joy	35,983.52
Butler, Dennis	51,339.97	Metz, Barbara	32,796.16
Caldwell, Kim N	19,849.84	Michel, Shelley	2,812.32
Campbell, Margaret J	29,440.08	Mihalicz, Marie A	35,727.46
Cawood, Janet	6,490.67	Millard-Smith, Lori A	49,012.05
Chuka, Sharon L	51,386.51	Myhill, Clyde	51,339.97
Cole, Cindy	35,775.47	Pentelichuk, Susan P	66,926.86
D'Amour, Brett Gregory	51,339.97	Pusch, Sylvia R	61,912.11
Douglas, Alvin C	74,759.81	Rugg, Janise M	27,323.07
Empey, Jack A G	65,405.85	Sluchinski, Robert	51,130.27
Envik, Rhonda	45,005.28	Spokowski, Debra	1,151.88
Ewen, Richard S	78,203.85	Stoll, Blaine D	50,700.68
Gerein, Ellen	35,727.46	Stubbs, Christopher R	17,500.81
Harrison, Mary Ann	8,071.90	Van Meppelen, J William	43,600.24
Hegel, Richard	14,997.39	Vandeven, Tamie Lyn	8,727.84
Heisler, Glenn P	51,339.97	Wall, Krista C F	48,150.23
Hergott, Leslie M	3,987.66	Wirll, Violet R	21,024.97
Jasper, Glenda	33,977.65	Yeo, Myrna M	36,031.52
Johns, Robert	55,725.77	Zabolotney, Rennie L	53,821.53
		Total In-Scope (Permanent)	**$1,678,732.94**

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2002-2003

Part-Time

Abstreiter, Tara L	$29,993.37	Michel, Shelley	$8,640.05
Bender, Valerie	757.08	Roberts, Virgina R	31,638.32
Houmphan, Gel (Gary)	5,030.91	Wawro, Bonnie	8,702.10
Kreller, Heather	347.83		
		Total Part-Time	**$85,109.66**

Term

Bear, D Lyle	$46,548.09	Pelletier, Debbie	$11,254.30
Gibson, Matthew	4,516.20	Werner, Deanna	343.29
Houmphan, Gel (Gary)	9,186.89	Werner, Kenneth N	366.14
Larson, Merle M	28,791.57	Frohman, Miriam E	236.86
Lui, Yaunhui (Angela)	1,512.20	Majore, Sarah	6,572.29
		Total Term	**$109,327.83**

Centennial Employee Student Program

Lunnin, Lisa J	$2,849.93	**Total CESP**	**$2,849.93**
		Total In-Scope Salaries	**$1,876,020.36**

Honariums (Board) recorded in the fiscal year

Total paid to Board Members	**$80,769.38**
Total Salaries recorded in the fiscal year:	**$2,308,058.74**

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2002-2003

Suppliers:

Listed are payees who received $20,000 or more for the provision of goods and services including technical training, lease of space, computer system and other service contracts.

Battlefords Tribal Council	$80,000.00
Carpenters Apprenticeship &	74,241.90
ICR Denro Property Mgmt Ltd	83,430.54
Little Black Bear's Band	40,726.30
Mechanical Contractors Assoc of Sask Inc	20,712.00
METSI Employment & Training	52,499.76
Millwrights Machine Erectors & B45731	40,810.50
Northlands College	116,713.95
Operating Engineers Training Institute of Sask Inc	76,373.24
QSI Interiors Ltd	26,850.00
Ratner Realty Properties Inc	54,202.78
Receiver General For Canada	42,532.17
Saskatchewan Indian Institute of Technologies	172,057.11
Saskatchewan Institute of Applied Science & Technology	6,148,747.86
Saskatchewan Piping Industry	40,867.10
Saskatchewan Property Mgmt Corp	155,149.85
Saskatchewan Tourism Education Council	66,032.85
SaskPower Corporation	93,828.00
SaskTel - CMR	59,832.40
Western Trade Training Institute	78,489.75
Payees under $20,000	294,021.74
Total	**$7,818,119.80**

Listed are payees who received $5000 or more for the provision of photocopiers, computers and other equipment, furniture and supplies.

Cathim Inc	$8,925.20
Del Computer Corporation	40,631.27
National Computer Systems	5,175.88
Toshiba Of Canada Ltd	6,477.76
TTL Computer Concepts	8,740.76
Pitney Bowes of Canada Ltd	8,787.40
Payees under $5000	13,709.67
Total	**$92,447.94**

Travel Expenditures:

Employee Travel	$220,002.79
Board Members	75,384.24
Total Travel Expenditures	**$295,387.03**